

## Assignment 7

Textbook Assignment: "Commissaries (continued) and Retail Operation Management (ROM) System."  
Pages 8-2 through 9-6.

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- Learning Objective (continued):  
Determine the mission, organization, control, and administration of Navy commissaries.
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- 7-1. Upon reporting to the commissary, you will be asked to read, understand, and sign a copy of the
1. UCMJ
  2. heat stress instruction
  3. Navy's policy on waste, fraud, and abuse
  4. standards of conduct
- 7-2. The commissary management course is given six times a year at which of the following locations?
1. Norfolk, VA
  2. San Diego, CA
  3. Both 1 and 2 above
  4. Athens, GA
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- Learning Objective: Establish proper procedure for security, handling, and transportation of funds.
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- 7-3. As a supervisor you will be responsible for proper handling of commissary funds and ensuring that commissary personnel under your supervision do the same.
1. True
  2. False
- 7-4. Authorization to handle funds should be assigned to as many persons as possible in order to keep funds secure.
1. True
  2. False
- 7-5. What individual may be designated as a cash collection agent?
1. Officer in charge
  2. Sales floor supervisor
  3. Designated and bonded collection agent
  4. Assistant commissary store officer
- 7-6. If the cash collection agent becomes unable to perform the duties of the position, which of the following personnel should assume the job?
1. The senior register operator
  2. The leading chief
  3. The person designated by the officer in charge
- 7-7. After making collections, the collection agent should release the funds to the
1. bank
  2. officer in charge
  3. base police
  4. collection agent's assistant
- 7-8. As a collection agent in a commissary, what source should you consult for detailed guidelines on which funds you should handle?
1. Commissary store officer
  2. NAVRESSO
  3. Written Instructions
  4. Person being relieved
- 7-9. When may a cash collection agent be authorized to take cash register readings?
1. When operating a small store with a limited staff
  2. When approved by NAVRESSO
  3. Both 1 and 2 above
- 7-10. Funds may be held in the collection agent's safe for what total number of days?
1. 1
  2. 2
  3. 3
  4. 5

- 7-11. Any safe holding official funds must have a label attached from which of the following organizations?
1. Underwriter's Laboratories
  2. Commissary store group label for your region
  3. NAVRESSO
  4. A-1 locksmith or another certified company
- 7-12. What is the weight limitation for a safe mounted on a wall?
1. 750 lb
  2. 200 lb
  3. 255 lb
  4. 500 lb
- 7-13. The officer in charge is responsible for ensuring that spaces used for commissary funds are protected by an alarm system. To obtain information on the system best suited for the needs of the commissary, the officer should consult which of the following sources?
1. Station security officer
  2. Commissary regional office
  3. Naval directives or instructions
  4. NAVRESSO
- 7-14. To ensure safe and proper transporting of commissary funds, the person responsible for the funds should consult what publication?
1. SECNAVINST 5200.G1
  2. NAVRESSOINST 4067.6
  3. NAVRESSOINST 4065.23
  4. NAVRESSOINST 4065.39
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- Learning Objective: Describe procurement, management, and sale of stock in the Navy commissary.
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- 7-15. Which of the following factors must you consider when managing the handling and treatment of stock in a commissary?
1. Authorized limits
  2. Demands of your store
  3. Shelf and storage spaces
  4. All of the above
- 7-16. The catalog number assigned to an item of stock is a six-digit number. Which portion of this number represents the merchandising group for each item?
1. First three digits
  2. Last two digits
  3. First two digits
  4. First number
- 7-17. Items ordered on a one-time basis should NOT exceed anticipated sales for what maximum length of time?
1. 1 month
  2. 2 months
  3. 3 months
  4. 2 weeks
- 7-18. The number of items carried on a one-time basis only should NOT exceed what maximum number of line items?
1. 120
  2. 20
  3. 60
  4. 75
- 7-19. Any increase in the number of one-time basis items carried must be approved by
1. the commanding officer, Commissary Store Region
  2. NAVRESSO
  3. NAVSUPSYSCOM
  4. the commissary store officer
- 7-20. The commissary store may procure Easter baskets when the total cost of each basket exceeds the total cost of its candy components.
1. True
  2. False
- 7-21. Which of the following items are unauthorized for stock in the commissary?
1. Prescription drugs
  2. Nonprescription devices
  3. Over the counter drugs
- 7-22. Which of the following types of specialty seasonal candy should NOT be stocked in the commissary?
1. Valentine's Day candy (boxed hearts)
  2. Hollow, solid, and filled chocolate figures
  3. Individual Christmas candy canes and filled stockings
  4. All of the above

- 7-23. Increases in inventory limitations are subject to which of the following factors?
1. Limitations of the staff
  2. Maintenance of accountability
  3. Both 1 and 2 above
  4. Needs of the the patrons
- 7-24. Accurate stock control can be beneficial in which of the following ways?
1. Obtaining merchandise
  2. Maintaining a satisfactory in-stock position
  3. Controlling inventories
  4. All of the above
- 7-25. Currently, what total number of stock control syetems are in use in Navy commissaries?
1. Six
  2. Two
  3. Three
  4. Four
- 7-26. What system, if any, performs calculating and printing functions for commissaries in small regions in overseas locations?
1. ACS
  2. MONROBOTX1 system
  3. L2000 system
  4. Manual system
- 7-27. What is the purpose of the ACS?
1. To provide date-proceeding support for procurement, stock control, merchandising, accounting, and management information functions
  2. To perform calculating and printing for commissary store control in overseas regions
  3. Both 1 and 2 above
- 7-28. Installation of the ACS will allow the commissary to execute which of the following actions?
1. Eliminate excess safety stocks
  2. Improve services
  3. Reduce inventory levels
  4. All of the above
- 7-29. A customer approached you asking, "When will the commissary start carrying a particular item?" What should you do?
1. Refer to the stock item review list to see if the item is listed
  2. Check with the CSO
  3. Check the T-53s' for the next day
  4. Reply, "I don' t know"
- 7-30. Commissary store patrons can make suggesions to the management by filling out what form?
1. NAVSUP 975
  2. T-53s
  3. NAVSUP 1157
  4. NAVSUP 1234
- 7-31. Which of the follwing items of stock are considered special stock items?
1. HABA items
  2. Pest control agents
  3. Medical items
  4. Both 2 and 3 above
- 7-32. Restricted pesticides are those pesticides NOT procured for resale in your commissary.
1. True
  2. False
- 7-33. Which of the following medical items are Commissaries PROHIBITED from celling?
1. Required prescriptions
  2. Over the counter drugs
  3. Both 1 and 2 above
  4. High-strength aspirins
- 7-34. What NAVRESSOINST provides the commissary with an authorized stock list?
1. NAVRESSOINST 4065.39
  2. NAVRESSOINST 4065.23
  3. NAVRESSOINST 4067.15
  4. NAVRESSOINST 4065.35
- 7-35. Items NOT listed in the Commissary Operating Procedure Manual must be procured with the approval of whom?
1. Commending officer
  2. CSO
  3. Army vet
  4. NAVRESSO
- 7-36. A letter of authority for unauthorized items of stock ordered should be attached to the requisition or purchase order.
1. True
  2. False
- 7-37. Which of the following actions is prohibited concerning bonus coupons?
1. Donating them to charitable organizations
  2. Disposing of them
  3. Using them for personal benefit of military or civilian employees

- 7-38. You have ordered 168 boxes of cereal and the vendor delivers 192 at the same price. Which of the following actions should you take?
1. Return the overage to the vendor
  2. Accept the excess merchandise at a reduced price only
  3. Accept the overage of the merchandise ordered if the vendor charges the same cost price
  4. Both 2 and 3 above

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Learning Objective: Determine the procedural for receiving, controlling, and storing stock in commissary stores and the related equipment used.

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- 7-39. All resale merchandise received should be accounted for on which record?
1. CS 35
  2. CS 28
  3. T-53
  4. NAVSUP 975
- 7-40. All miscellaneous supplies and services should be accounted for on which record?
1. CS 35
  2. CS 28
  3. T-53
  4. NAVSUP 975
- 7-41. From which of the following records would you obtain a receiving number?
1. CS 35
  2. CS 28
  3. T-53
  4. NAVSUP 975
- 7-42. Numbers contained in the NAVSUP 975 should come from a continuous series of numbers beginning each month with
1. 9900
  2. 9700
  3. 0001
- 7-43. Commissary trust revolving fund receipts are handled in the same manner as Navy Stock Fund Receipts. The only difference is that the serial number is preceded by what number?
1. 8 VICE 9
  2. 8 VICE 0
  3. 7 VICE 0
  4. 7 VICE 9

- 7-44. Which of the following cycles is/are considered procurement methods in a Navy commissary?

1. Short cycle (daily delivery)
2. Long cycle
3. Short cycle (weekly)
4. All of the above

- 7-45. What are the most frequently used procurement documents in a Navy commissary?

1. DD 1149 and T-53
2. T-53 and DD 1348
3. DD 1155 and T-53
4. DD 1155 and 1149

- 7-46. What total amount of lead time, if any, is allotted when procurement is made under the short weekly cycle?

1. 12 days
2. 8 days
3. 7 days
4. None of the above

- 7-47. The Automated Commissary System (ACS) is currently being used by all commissaries in CONUS and overseas.

1. True
2. False

- 7-48. What action should you take if the total quantity listed on the T-53 is NOT received?

1. Cross out the incorrect quantity and enter the correct amount on the T-53, circle and initial the change
2. Get the vendor to sign for the shortage on the T-53 and the delivery ticket
3. Both 1 and 2 above
4. Get the vendor to sign for the shortage on the delivery ticket only

- 7-49. A successful commissary operation depends on which of the following functions?

1. Proper procurement procedures
2. Proper accounting and warehousing
3. Keeping shelves stocked
4. All of the above

- 7-50. The ACS is a network of computer terminals that is located at commissaries and warehouses throughout CONUS. Using these terminals, information is transmitted to NAVRESSO in which, if any of the following ways?
1. Transmitters
  2. Phone
  3. Message
  4. None of the above
- 7-51. The ACS consists of how many subsystems?
1. Seven
  2. Six
  3. Five
  4. Four
- 7-52. What total number of different types of inventories are there in the commissary?
1. Five
  2. Two
  3. Three
  4. Four
- 7-53. Which inventory is used for stock control and ordering or resale merchandise?
1. Physical
  2. Special
  3. Perpetual
  4. Cyclical
- 
- Learning Objective: Determine proper check-out and cash register procedures in the Navy commissary and identify authorized patrons.
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- 7-54. The definition for authorized patrons is contained in which of the following publications?
1. ASCSR
  2. NAVRESSOINST 4065.23
  3. NAVRESSOINST 4065.39
  4. NAVCOMPT Manual
- 7-55. What is/are the purpose(s) of the PASS desk?
1. To identify authorized patrons
  2. To issue badges
  3. To furnish general information to patrons
  4. All of the above
- 7-56. Which of the following items is/are NOT acceptable from patrons for payment?
1. Personal checks
  2. Credit cards
  3. Food stamps
  4. Money orders
- 7-57. Which of the Following is not one of the responsibilities of check-out personnel?
1. Ensuring that only authorized patrons are allowed through the lane
  2. Setting up applicable displays
  3. Accepting money and reeking change
  4. Each of the above
- 7-58. What would be the best location for the express lane?
1. Nearest lane where customers enter check-out area
  2. The lane nearest the exit
  3. The lane closest to the cash cage
- 7-59. Which of the following factors should you consider when scheduling check-out personnel?
1. Patron transactions
  2. Workload
  3. Paydays, sales events, and forecasted sales
  4. All of the above
- 7-60. After register operators are hired, they should receive which, if any, of the following training?
1. 9 hours' indoctrination and 1 hour of training every month for 6 months
  2. 8 hours' of training, 1 hours indoctrination, and 16 hours of training every 6 months
  3. Depends on their past work experience
  4. None of the above
- 7-61. To feel more comfortable and relaxed, the cash register operators should be allowed to pick their own register.
1. True
  2. False
- 7-62. As cash register supervisor, you are responsible for which of the following duties?
1. Issuing of register keys
  2. Ensuring that the register is equipped with enough detailed tape
  3. Ensuring that the ink is producing legible tapes
  4. All of the above

- 7-65. When an item is overrung, the register operator should prepare what form?
1. CS-45
  2. T-973
  3. NAVSUP 972
  4. NAVSUP 975
- 7-64. To maintain a record of each cash register operator's performance, you should use which, if any, of the following records?
1. CS-11
  2. CS-5
  3. CS-1
  4. None of the above
- 7-65. All refunds to patrons must be recorded on which of the following forms?
1. CS 11
  2. CS-1
  3. C-65
  4. CS-5
- 7-66. When cash register operators have to use the restroom, they are permitted to leave the funds in the register.
1. True
  2. False
- 7-67. Which of the following measures should you take to prevent employee theft from the cash registers?
1. Keep the cash register window unobstructed
  2. Prohibit sharing of cash drawers
  3. Insist that error corrections and no sales are kept at a minimum
  4. All of the above
- 7-68. Cash register readings should be taken by what individual?
1. Cash collection agent
  2. Register operator
  3. Check-out supervisor
- 7-69. Cash register operators will turn in their detailed tapes to the cash collection agent at the close of cash business day.
1. True
  2. False
- 7-70. HOW often should a partial collection be made?
1. 1 to 2 hours before store closing
  2. Every 2 hours
  3. Every 4 hours
- 
- Learning Objective: Identify the retail operation management (ROM) system and its related uses.
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- 7-71. Implementation of the ROM system requires all items of stock to be assigned a class and sequence number. Which of the following is the BEST example?
1. 10000-0615
  2. 23000-0267
  3. 11000-0566
  4. All of the above
- 7-72. The objective of ROM is to benefit the Ship's Serviceman in which areas?
1. Logistics
  2. Financial management
  3. Inventory control
  4. All of the above
- 7-73. Which of the following documents will ROM handle?
1. NAVSUP 235
  2. NAVSUP 464
  3. NAVSUP 977
  4. All of the above
- 7-74. The ROM is designed for use by all supply ratings.
1. True
  2. False
- 7-75. Which of the following are types of security associated with ROM?
1. Physical
  2. Application
  3. Both 1 and 2 above
  4. Security



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(Refer to instructions in front of course)

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YOU SHOULD RETAIN THE TRAINING MANUAL AND THE ASSIGNMENT BOOKLET IF THEY ARE NOT CLASSIFIED. If CLASSIFIED, submit the material to your command for proper disposition of CLASSIFIED material. A letter of satisfactory completion will be issued to you after your last assignment is received and processed. This form should be included when you send in the last assignment. If the training manual and NRTC courses are designated with distribution statements B, C, D, E, F, or X, and you decide to dispose of the material, you must destroy the material to prevent disclosure of contents or reconstruction of the document.

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Under authority of Title 5, USC 301, information regarding your military status is requested to assist in processing your comments and prepare a reply. This information will not be divulged, without written authorization, to anyone other than those within DOD for official use in determining performance.

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SSN \_\_\_\_\_

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RANK, RATE, CIVILIAN

STREET ADDRESS, APT #

ZIP CODE \_\_\_\_\_

CITY, STATE

To: COMMANDING OFFICER  
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6490 SAUFLEY FIELD RD  
PENSACOLA FL 32509-5237

Subj: SHIP'S SERVICEMAN 1 & C, NAVEDTRA 80287

1. The following comments are hereby submitted:

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**DEPARTMENT OF THE NAVY**

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PENSACOLA FL 32509-5237**

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NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
Last First Middle Street/Ship/Unit/Division, etc.

RANK/RATE \_\_\_\_\_ SOC. SEC. NO. \_\_\_\_\_ City or FPO State Zip  
DESIGNATOR \_\_\_\_\_ ASSIGNMENT NO. \_\_\_\_\_

☐ USN ☐ USNR ☐ ACTIVE ☐ INACTIVE OTHER (Specify) \_\_\_\_\_ DATE MAILED \_\_\_\_\_

SCORE

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23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	48	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	73	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	49	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	74	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____





